

**DEPARTMENT OF CHARITABLE GAMING
STOREROOM INVENTORY - PAPER**

<i>When to use</i>	This inventory log should be maintained on a perpetual basis. Each shipment of supplies should be logged in when it is received. Paper should be logged out of the storeroom when it is sold.
<i>Maintain Records</i>	Keep this inventory log in the stockroom with the supplies. Supplier invoices should also be kept with the inventory log and supplies. Each inventory log with supplier invoices must be kept for a minimum of three years after the close of the fiscal year in which they were used.
<i>Inventory by Type</i>	Use a separate inventory card for each type of paper.
<i>Organization</i>	Fill in the official name of the organization.
<i>Supplier</i>	Fill in the name of the supplier who furnished the paper.
<i>Type of Paper</i>	Fill in the type of paper (9on, 12on, Bonanza, Early Bird, Quickie, WTA, etc.)
<i>Unit of Issue</i>	Fill in the unit (pack or sheet).
<i>Series Number</i>	Fill in the series number (9,000, 18,000, etc.).
Invoice Number	Enter the invoice number from the supplier invoice.
Serial Number	Enter the serial number of paper.
Received In - Date	Enter the date of the invoice.
Received In - Quantity	Enter the quantity delivered by supplier.
Sold on - Date	Enter date paper was sold from inventory.
Sold on - Quantity	Enter the quantity of paper sold from inventory.
Balance on Hand	Enter the quantity of paper remaining in inventory.
Volunteer Initials	Person removing paper from inventory should sign with their initials.

Number the Pages: You should keep these sheets in a binder and number the pages.